

Declassified in Part - Sanitized Copy Approved for
Release 2014/01/15 : ID | DATE
CIA-RDP92G00017R000300020003-0 June 1989

TO:

DDA

ROOM NO.

7D24

BUILDING

HQ

REMARKS:

FROM: C/SPD/FMG/OL

ROOM NO.

BUILDING

EXTENSION

STAT 42
Declassified in Part - Sanitized Copy Approved for
Release 2014/01/15 : ACES FORM 36-8 (47)
CIA-RDP92G00017R000300020003-0 1988 0 - 207-558

~~CONFIDENTIAL~~

DDA SUBJECT FILE COPY

OL-7238-89

28 JUN 1989



MEMORANDUM FOR: Director of Medical Services

VIA: Deputy Director for Administration

FROM:

Director of Logistics

SUBJECT: Request for Additional Space
for the AMSD/OMS

REFERENCE: Memo for O/OL frm D/OMS, dtd 28 Apr 89, Same Subject

1. The Agency Space Advisory Board has reviewed your request and concurs with this memorandum.

2. Pursuant to discussions between our respective staffs regarding additional space for the Office of Medical Services, Assessment and Medical Selection Division (AMSD), we propose that Room 2N13 now occupied by the Office of Personnel Special Activities Staff and immediately adjacent to AMSD's present location, be reallocated to accommodate your increasing staff and equipment. Room 2N13 is delineated on the attached floor plan. The allocation of Room 2N13 should relieve AMSD's present overcrowding as well as provide the necessary space to accommodate the additional staff and ADP equipment planned to expedite applicant processing. We expect this room to be vacated by its present occupant in September 1989.

3. A copy of this memorandum is being forwarded to External Buildings Division (EBD) which can assist you, should you wish to reconfigure your assigned space . EBD will need your requirements for fit-up, communications, and ADP connectivity before it can schedule your work. at which time you will be given an estimated completion date.
 Chief, EBD, can be reached on if you have any questions.

Attachments ~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

STAT

SUBJECT: Request for Additional Space
for the AMSD/OMS

STAT

OL/FMG/SPD/SPE

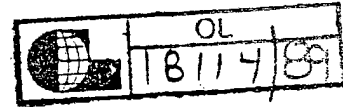
(9 June 89)

Distribution:

- Orig - Addressee w/att
- 2 - DDA w/l att
- 1 - OL Files w/att
- 1 - FMG/EBD w/att
- 1 - FMG Reader w/o att
- 1 - FMG/SPD Official w/att
- 1 - FMG/SPD Chrono w/o att

~~CONFIDENTIAL~~

Page Denied

~~SECRET~~

28 APR 1989

MEMORANDUM FOR: Director of Logistics

FROM: Gary E. Foster
Director of Medical ServicesSUBJECT: Request for Additional Space
for the AMSD/OMS

1. It is requested that 1000 square feet of additional space be allocated for the Assessment and Medical Selection Division, Office of Medical Services (AMSD/OMS). This space is required to accommodate their increasing staff and equipment.

2. AMSD is in critical need of more space to accommodate additional personnel, workstations, contractors, etc. The division will soon have need of workstation space for two to three additional staff employees. There is also the ongoing problem of interview space. At this time, the AMSD psychologists are having to share office space while interviewing applicants. This situation becomes very uncomfortable for the applicant who finds himself/herself with an audience. It is essential that the applicant feel that their conversations are being held in strict confidence as these people are needed to fill the Agency's requirement for professional employees.

3. Due to the recent updating of computer systems, the medical aspect is now being converted to more sophisticated computer systems. This will allow more accurate and expeditious handling of battery testing/scoring and medical records storage. The ADP equipment will be arriving in the near future and requires a vaulted area. OMS has no problem with funding this requirement if there is open space available.

4. It is my understanding that the Office of Personnel will be vacating certain space that is adjacent to AMSD. This space would adequately fulfill our requirement. Your assistance in this matter would be greatly appreciated.

~~SECRET~~

STAT
STAT
STAT

5. The OMS point of contact for this request will be
[redacted] Logistics Officer/OMS. [redacted] may be
reached on [redacted]

[redacted]

Gary E! Foster